

2026

Special Event Application



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City of Peoria, Illinois
1/1/2026



Contents

Terms and Conditions.....	2
Event Information	3
Event Organizer Information	4
Additional Licenses and Permits	5
City Services	5
Vendor List.....	6
Property Owner Approval of Event / Participating Businesses	7
Acknowledgment	8
Event Application Checklist	9
Fee Schedule	10



Terms and Conditions

Applicants wishing to sponsor a special event on city-owned property must submit a completed application at least sixty (60) calendar days prior to the scheduled event. All necessary fees and supporting documentation must be paid and provided at a minimum of thirty (30) working days prior to the scheduled event. **The city reserves the right to reject any incomplete applications, or applications not received in a timely manner.**

1. Fire and Life Safety; All special events must comply with State law and with City Code, ordinances, rules, regulations, and policies.
2. Occupancy at a special event shall comply with federal, state, and local law.
3. The event shall not significantly or materially be detrimental to the public health, safety, and welfare, or injurious to property or improvements in the surrounding area, including, but not limited to, excess traffic, parking, noise, pedestrian safety, and adverse effects on neighboring areas.
4. Parking areas, both on and off street, for a particular event, are to be of adequate size, property located, and the entrance and exit drives shall be laid out to prevent traffic hazards and nuisances. The applicant shall provide maps and information relative to parking and accessible parking.
5. The approved special event applicant shall allow free and unobstructed access to the premises during the pre-inspection and permitting phases of event approval by authorized City personnel while acting on city business.
6. Event security shall be approved by and coordinated with the City of Peoria Police Department.
7. Smoking on event premises shall comply with federal, state, and local law.
8. If alcohol consumption is proposed, said use shall comply with federal, state, and local law.
9. If animal use or exhibition is proposed, said use shall comply with federal, state, and local law.
10. Any activity occupying or using any street, public place, or public right-of-way in the City will only be allowed in accordance with the provisions of this Code where applicable.

In addition to specific regulations, standards and time limitations set forth in the Code, all special events shall be subject to such conditions and restrictions on their location and operation as deemed necessary by the City Manager or their designee.

I agree to the Terms and Conditions listed above.

Signature of Applicant

Date



Event Information

Name of Event: _____

Event Date: _____ From: _____:_____ AM / PM To: _____:_____ AM / PM

Rain Date: _____

Set-up Date: _____ Start: _____:_____ AM / PM

Tear-Down Date: _____ Complete by: _____:_____ AM / PM

Street Closure Date: _____ From: _____:_____ AM / PM To: _____:_____ AM / PM

Type of Event:

- Parade Athletic Event (5k, bike race, walk-a-thon, etc.) Festival Carnival
- Private Event Riverfront Entertainment District Permit Request Other

If Other, please explain: _____

Location of Event:

- Riverfront Fulton Plaza Liberty Park City Hall Lot Other

If Other, please indicate location: _____

Assembly Location (if a Parade or Athletic Event):

Disassembly Location (if a Parade or Athletic Event):

Size of Riverfront Entertainment District Event: Less than 500 sq Ft 500-1,000 sq Ft
 More than 1,000 sq Ft or a Full Block

Event Site Map Included with this Application: YES NO

If No, the application will not be processed until the Site Map is received.

Estimated Number of Participants/Attendees:

Spectators: _____ Participants: _____ Merchants/Vendors: _____

Exhibitors: _____ Parade Units: _____ Block Captains: _____

Animals: _____



Event Organizer Information

Event Sponsor:

Name: _____

Business Type:

Association Corporation Limited Liability Company Non-Profit Organization

Partnership Proprietorship Individual

Contact Email: _____

Contact Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Event Coordinator (Applicant):

Name: _____

Contact Email: _____ Contact Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Birthdate: _____ State ID or Driver's License Number: _____

Additional Event Coordinator:

Name: _____

Contact Email: _____ Contact Phone: _____

Birthdate: _____ State ID or Driver's License Number: _____

Point of Contact for Day(s) of Event (If different from Event Coordinator(s)):

Name: _____

Contact Email: _____ Contact Phone: _____

Birthdate: _____ State ID or Driver's License Number: _____



Additional Licenses and Permits

Are you serving alcoholic beverages? YES NO

If yes, you must have a liquor license.

Are you erecting tents? YES NO

If yes, you need to complete a Tent permit application.

Are you planning to have Fireworks? YES NO

If yes, you need to complete a Fireworks permit application.

Are you planning to have a carnival? YES NO

If yes, you need to complete a Carnival license application.

If you answered yes to any of the above questions, you will need to complete the required applications for the additional permit or license.

City Services

Are you planning a Street Activity? YES NO

If yes, note that the placement of stakes or digging in streets is prohibited. Any painting must be approved by the Public Works-Streets Department. Explain your Activity.

Are you planning on using electricity? YES NO

If yes, you will be required to have inspections by our building inspections and/or Fire Department.

Are you closing streets? YES NO

If yes, please indicate your provisions for this service.

Will you need traffic, crowd control, and or security? YES NO

If yes, please indicate your provisions for this service.

Will you need First Aid/EMS services? YES NO

If yes, please indicate your provisions for this service.



Vendor List

Attach additional sheets if needed.

Name of Vendor: _____

Vendor Type: Food Retail/Craft Amusement

Contact Email: _____ Contact Phone: _____

Mailing Address: _____

Name of Vendor: _____

Vendor Type: Food Retail/Craft Amusement

Contact Email: _____ Contact Phone: _____

Mailing Address: _____

Name of Vendor: _____

Vendor Type: Food Retail/Craft Amusement

Contact Email: _____ Contact Phone: _____

Mailing Address: _____

Name of Vendor: _____

Vendor Type: Food Retail/Craft Amusement

Contact Email: _____ Contact Phone: _____

Mailing Address: _____

Name of Vendor: _____

Vendor Type: Food Retail/Craft Amusement

Contact Email: _____ Contact Phone: _____

Mailing Address: _____

It is the responsibility of the event coordinator to ensure that the business selling goods is in compliance with the City's license and municipal and local tax requirements. Food and beverage vendors must submit to a Fire Department inspection and obtain a permit from the Fire Department to operate. Vendors not in compliance will be denied.



Property Owner Approval of Event / Participating Businesses

If applying for a Riverfront Entertainment District Permit, you must receive 90% approval from all property owners occupying the block or blocks affected by the street closure.

Business Name: _____

Business Address: _____

Printed Owner Name: _____

Owner Signature: _____ Date _____

Event Participant

Property Owner Approval? Yes No

Business Name: _____

Business Address: _____

Printed Owner Name: _____

Owner Signature: _____ Date _____

Event Participant

Property Owner Approval? Yes No

Business Name: _____

Business Address: _____

Printed Owner Name: _____

Owner Signature: _____ Date _____

Event Participant

Property Owner Approval? Yes No

Business Name: _____

Business Address: _____

Printed Owner Name: _____

Owner Signature: _____ Date _____

Event Participant

Property Owner Approval? Yes No

Attach additional sheets if necessary.

Event Application Checklist

Have you?

- ✓ Signed and dated your application?
- ✓ Attached your event Site map with clearly marked street closures, barricades, course routes, tents, stage, food trucks, any obstacles, first aid facilities, emergency vehicle access routes, restricted driving lanes, vendor placement, restroom or portable toilets, designated parking and handicap parking areas, designated smoking/vaping areas 15 feet from the event?
- ✓ Paid Your Non-Refundable Application Fee?
- ✓ Paid the deposit for City Services? (if applicable)
- ✓ Paid all vendor fees? (if applicable)
- ✓ Provided a certificate of your insurance? (Guidelines for Certificate of Insurance under Fee Schedules)
 - Must state: “City of Peoria, State of Illinois, and the Peoria Park District are additional insured” (Heartland Parking need only be included if event is a Riverfront Event, Park District should be included for Riverfront Event or any event held in or near a Park District Park)
 - The certificate holder is the City of Peoria
 - Route, event location, etc. all must be included in the description section, or “(Route, Location, etc.) as indicated in the City Event Application.”
 - See Fee Schedule for liability insurance minimum amount.
 - Copies of the insurance should be mailed to each agency listed below:
 - City of Peoria, 419 Fulton St. Rm 111 Peoria, IL 61602
 - Illinois Department of Transportation 401 Main St. Peoria, IL 61602
 - Peoria Park District 6017 N Knoxville Ave Peoria, IL 61614 (Only for Riverfront Events)
 - Heartland Parking 108 S Madison Peoria, IL 61602
- ✓ Distributed City Municipal Tax Forms to participating vendors? (if applicable)
- ✓ Included vendor list containing vendor names and contact information?
- ✓ If Event Sponsor is a proprietorship or Partnership, provide a list of all owners, their mailing address, phone number, state identification number, and date of birth.
- ✓ If Event Sponsor is an association or a corporation, provide a list of the names of all officers and directors, along with shareholders owning more than 20% of the stock.
- ✓ If event will be in the Riverfront Entertainment District, obtain approval from all businesses that will be affected by the event. This list should include business names, addresses, and phone numbers.

Questions? Contact City of Peoria - Accounts Receivable Office:

Phone: 309-494-8588

Email: specialevents@peoriagov.org or ar@peoriagov.org

Address: 419 Fulton St. Rm. 111 Peoria, IL 61602



Fee Schedule

Application Fee Schedule:

Application is filed at least 60 calendar days prior to scheduled event:	\$50.00
Application is filed between 30-59 calendar days prior to scheduled event:	\$75.00
Application is filed less than 30 calendar days prior to scheduled event:	\$125.00

City Services Fee Schedule:

Peoria Police Department*	\$100.00/hr per Officer
Public Works**	\$100.00/street closure
Fire Department / EMS	Hourly Rate/Staff

Vendor Fee Schedule:

1-25 Vendors/Booths	\$20.00 / vendor
26-50 Vendors/Booths	\$1,000.00
51-75 Vendors/Booths	\$1,500.00
76 or more Vendors/Booths	\$2,000.00

Additional License / Permit Fee Schedule

Fireworks Permit	\$500.00
Tent Permit	\$50 / 2 tents
Carnival License	\$60 / week
Temporary Liquor License	Contact City Clerk's Office

Riverfront Entertainment District Fee Schedule

Event Size:	
Less than 500 square feet	\$100.00*
500-1,000 square feet	\$150.00*
More than 1,000 square feet or full block	\$250.00*

**Rates are per month or part thereof.*

Liability Insurance Schedule:

For All Events.

Minimum coverage limits:

General Commercial Liability	\$2,000,000.00
Personal Injury	\$1,000,000.00
Damage to Premises	\$1,000,000.00
Medical Expense	\$5,000.00 / person